

Appendix D, Designation Event Background Request

As we begin to make final preparations for the upcoming designation ceremony, it is necessary for you to provide the information requested to the National *Clean Cities* Program. This information will be used to brief DOE officials scheduled to attend the ceremony. Please fax (202-586-1558) the required information, as soon as possible.

CLEAN CITIES DESIGNATION EVENT SHEET

1. Official name of Coalition:
2. Organizations Sponsoring the Event:
3. Name, title, and affiliation of master of ceremonies:
4. Date and time of ceremony:
5. Exact address of ceremony and setting (outdoors/indoors, stage, podium, microphone, etc.):
6. Reception or Luncheon scheduled? Time and address of Luncheon/Reception? Sponsor of luncheon/reception.
7. Event Agenda: Speakers, in the order of appearance include: Name, Title, Affiliation, Speech Topics, Length of Speech, Bio.
8. Media expected (approximate numbers)? Newspaper? TV news, local cable, university?
9. Press conference/Photo opportunity scheduled?
10. Vehicle display(s) scheduled? Numbers, types, location and sponsors:
11. Do you request a particular message from DOE during the designation? (i.e. subject matter desired by sponsor):
12. Composition of audience (approximate numbers and organizations represented):
13. What VIPs are expected? Name, title, and affiliation:
14. Other special ceremony instructions/sensitivities?
15. Provide a copy of the invitation list for VIPs, congresspersons, etc.
16. Provide a copy of the invitation.

17. Provide a copy of the agenda. Include a listing of the speakers in the order in which they will speak, the speaker's titles, and subjects that will be addressed.
18. Provide a personal biography for each speaker.
19. Provide copy of the press release & the list of agencies/publications receiving the press release.
20. Provide the name, title, company/entity of each stakeholder signing the MOU.

LOCAL SENSITIVITIES/BACKGROUND INFORMATION SHEET

1. What are the politics of the area/city/community? What is the nature of the relationship between the city and the state, the mayor and the governor, other top officials, etc? What political party(ies) hold(s) the reigns of power? State the party (Democrat or Republican) of each political VIP attending.
2. Any membership in regional working groups such as the Ozone Transport Commission or Northeast/Midwest Coalition, governor's groups like the National Governors' Association, or similar local entities? Any working relationships with environmental groups?
3. Are there any local economic situations/circumstances that are currently relevant or may affect the *Clean Cities* program in the future?
4. List major AFV companies/interests based in or near the proposed Clean City area. Any interests/companies common to other *Clean Cities* programs?
5. State any other noteworthy issues?